



FRANKLIN COUNTY MUNICIPAL COURT
375 South High St.
Columbus, Ohio 43215-4520
(614) 645-8214

EMPLOYMENT OPPORTUNITY

JOB TITLE: Security Officer
DEPARTMENT: Security Department
REPORTS TO: Chief Bailiff/Director of Court Security
STARTING SALARY: \$18.60/hour (\$38,688/year)
HOURS: Full-time, working hours as assigned by the Director
POSTED: March 8, 2022
DEADLINE: March 22, 2022

JOB PURPOSE AND OVERVIEW

The Franklin County Municipal Court is one of the largest and busiest municipal courts in the state. The Court has 14 judges in the General Division and one judge in the Environmental Division. Judges are elected countywide for six-year terms and preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. The Court's jurisdiction includes cases involving traffic offenses, criminal misdemeanors, and civil actions where the amount at issue is \$15,000 or less. The Environmental Division has exclusive jurisdiction to enforce local codes and regulations affecting real property, such as fire and building codes. The Court has six magistrates who preside in traffic arraignments, eviction cases, and small claims cases; one magistrate who presides in the Environmental Division under the supervision of the Environmental Judge; approximately 254 employees; and an annual operating budget of more than \$25 million. All of the Court's employees are unclassified, at-will, and serve at the pleasure of the Court.

The geographic jurisdiction of the Court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County. The Franklin County Municipal Court is the judicial branch of the City of Columbus government, from which it receives the majority of its funding despite its jurisdiction and name.

The Franklin County Municipal Court operates a Court Security Program to maintain a safe environment for judges, employees, and all others having business in the courthouse. The Security Department currently consists of a Director of Security, Security Supervisor, Administrative Assistant, Control Room Supervisor and 21 security officers on the day shift, plus a control room operator on the second and third shifts. The Court contracts with a private security company to provide the Municipal Court with additional support during evenings and weekends.

Court Security Officers are responsible for all security aspects of a courthouse, including ensuring that the judges and judicial staff, court employees and general public visiting the courthouse are safe. Officers also ensure that no weapons are brought into the courthouse and

that the staff and public complies with the Court's Security and Emergency Response Procedures. Other job duties include watching entrances and exits, working at screening stations and roaming the courthouse hallways to check for suspicious activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Screen vendors, visitors, employees, and packages entering the Court facility using x-ray equipment, closed circuit television surveillance systems, and other access-control devices and procedures
- Investigate any suspicious persons or activity and take any action that may be necessary, including assisting in the apprehension and detention of individuals if necessary
- Monitor cameras on closed circuit system; monitor and respond to radio traffic on multiple channels, address fire alarms, panic alarms, and elevator emergency calls
- Investigate, prepare, review, record, and log security incident reports and disseminate to the appropriate staff
- Proficiency in report writing. Prepare reports of accidents and security incidents
- Proficiently demonstrate the ability to follow operating procedures in dealing with all aspects of security related issues
- Once screened, escort all deliveries throughout the Municipal Court Building
- Maintain and be responsible for court issued equipment (Manuals, radio, extra battery for radio, badges, ID, etc.)
- Comprehensive working knowledge of the rules of conduct and procedures in the Securities Directives Manual
- Conduct security patrols with the purpose of securing and locking doors and monitoring activities on the courtroom floors, with an emphasis on the hallways and restroom areas
- Comprehensive working knowledge of the use and operation of the X-ray equipment, metal detectors and hand wand units
- Respond to and act as a liaison to the general public and safety personnel during emergencies
- Provide security and, if requested, escort service to and from the adjoining parking facility for judges, jurors, and courthouse employees
- Conduct investigations as directed
- Undergo continuous training to improve job skills
- Treat all visitors in a professional, courteous manner
- Maintain a clean, professional appearance and wear any required uniform or clothing
- Perform other tasks as assigned, and may be assigned to other positions in other departments of the Court if needed

REQUIRED QUALIFICATIONS

- A high school diploma or equivalent
- Knowledge of common office practices, procedures and equipment
- Ability to operate a personal computer and use Microsoft Office products such as Word, Outlook and Excel
- Ability to effectively and professionally communicate verbally and in writing to diverse audiences

- Ability to apply principles to solve practical everyday problems
- Pleasant personality and ability to interact and maintain effective working relationships with judges, employees, and others conducting business with the Court
- Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis
- Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court
- Demonstrated dependability, reliability and excellent attendance record
- Patience, objectivity, maturity, sound judgment, effectiveness under stress, initiative, and adaptability

PREFERRED QUALIFICATIONS

Completion of a peace-officer's training program through an accredited school, law enforcement academy or government agency, and documentation of current certification.

Additional consideration will be given to individuals who have any of the following qualifications: an associate's degree or other advanced schooling; previous experience as a police or security officer; an understanding of basic legal terminology and procedures; the ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language; or proficiency in American Sign Language.

SPECIAL CONDITIONS

This position requires significant interaction with the public and accused and convicted criminal offenders.

COURT EXPECTATIONS OF EMPLOYEE

The Court expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues in completing the duties and responsibilities of the position.

AT-WILL EMPLOYMENT

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil service system and are not members of bargaining units. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes: health, prescription, vision, dental, and life insurance; short-term disability; generous vacation, sick, and personal leave; 11 paid holidays; longevity service payments; sick leave reciprocity; an Employee Assistance Program; a deferred compensation program; tuition reimbursement; credit union membership; and direct deposit of net pay.

Court employees are members of the Ohio Public Employees Retirement System, which provides retirement, disability, and survivor benefits for public employees. All full-time employees contribute to OPERS by paying the required employee share, which is 10 percent of their salary. The Court pays the required employer's share of 14 percent of an employee's salary. Since Court employees are members of OPERS, they also do not have any Social Security taxes withheld from their pay.

APPLICATION PROCESS

Applicants must submit the Court's employment application form, a resume, and a cover letter addressed to Human Resources Director Lynn Bruno that describes with some specificity how the applicant's qualifications match those required for the position.

The Municipal Court Judges' application can be found at <https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>. Applications must be completed and submitted online. Application materials should be submitted to CourtHR@fcmcclerk.com.

Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the Human Resources Director any Court employee concerning their application.